IBM

ThinkPad® TransNote™

Getting Started Guide

Note: Before using this information and
the product it supports, be sure to read
the general information under "Safety
information" and "Notices" in the IBM®
ThinkPad® TransNote™ Service and
Troubleshooting Guide.

Welcome to the TransNote
Getting Started Guide

This *Getting Started Guide* acquaints you with the basic features and functions of your new IBM® ThinkPad® TransNote™ computer.

Before you begin, make sure you have finished setting up your computer by following the instructions in the *Setup Guide* poster. You should have completed your first Microsoft® Windows® startup procedure before continuing with this Guide.

This Guide will help you get up and running with your new computer in about 20 minutes.

When you finish, you'll know how to:

• View your handwritten notes and sketches on the computer display
• File your handwritten notes and sketches
• Create to-do and message lists
• Copy and paste your notes and sketches into other applications
• Correct the appearance of digital pages that have been accidentally "overwritten"
• Change to a new pad of paper

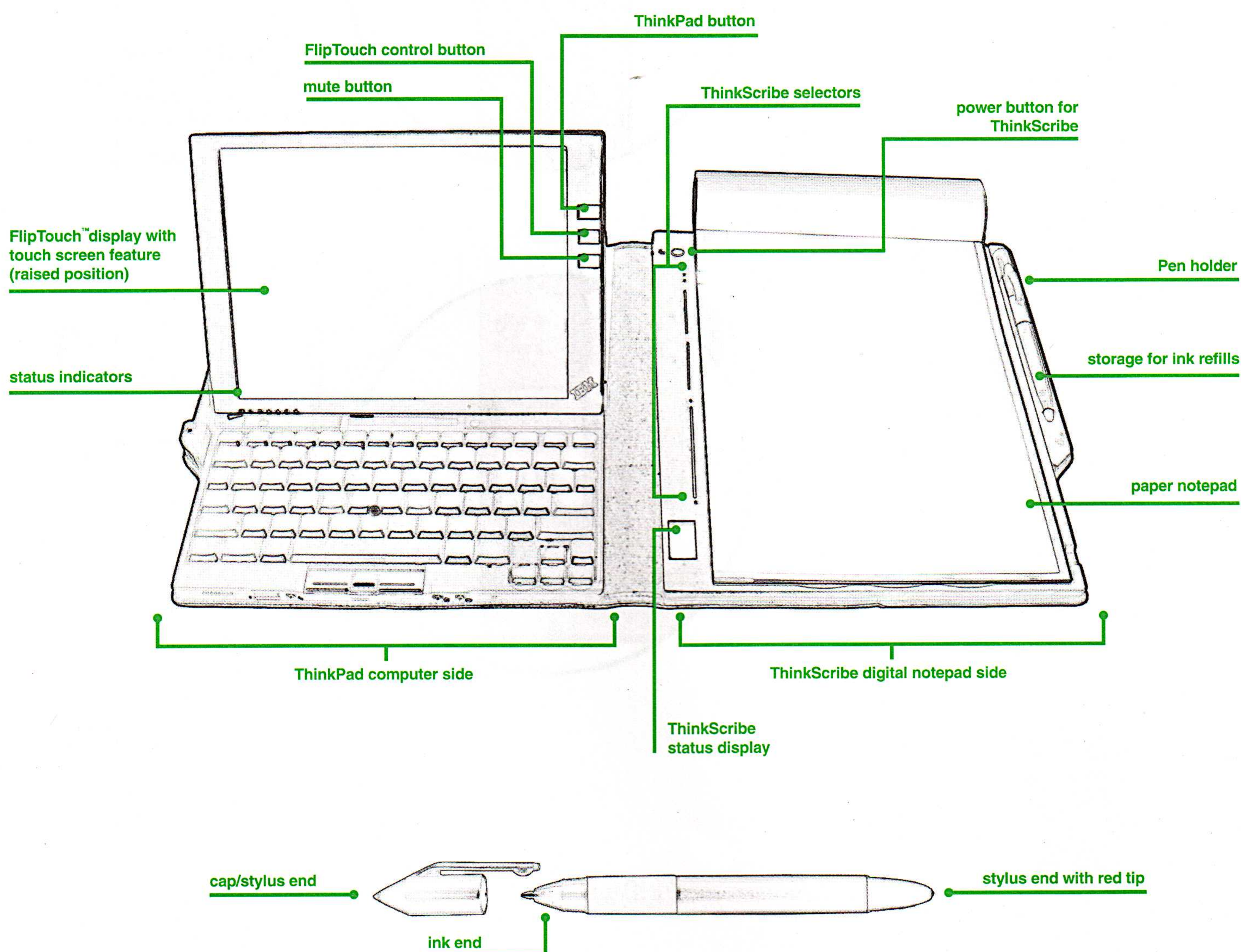There are some helpful hints provided in the back of the Guide.

Your TransNote computer

Your TransNote computer consists of an IBM ThinkPad computer and the ThinkScribe™ digital notepad. While the computer and the paper notepad work independently from one another, they are seamlessly linked. Whatever you write or draw on the notepad transfers automatically to the computer.

What seems like magic is really the combination of a sophisticated digital pen, a digitizing pad overlaid by a regular paper notepad, and software that creates an electronic copy of your handwritten notes.

The following illustration highlights the features of the TransNote computer.

ThinkPad button

FlipTouch control button

mute button

ThinkScribe selectors

power button for ThinkScribe

FlipTouch™ display with touch screen feature (raised position)

Pen holder

status indicators

storage for ink refills

paper notepad

ThinkPad computer side

ThinkScribe digital notepad side

ThinkScribe status display

cap/stylus end

stylus end with red tip

ink end

Turning on the ThinkScribe digital notepad

When you open your TransNote computer, the ThinkScribe digital notepad automatically turns on. It must be on when you write notes for those notes to be saved. If your digital notepad is not already on, turn it on now by pressing the power button at the top-left corner of your digital notepad. (You can verify that it is on by checking to see that information appears in the digital notepad status display.)
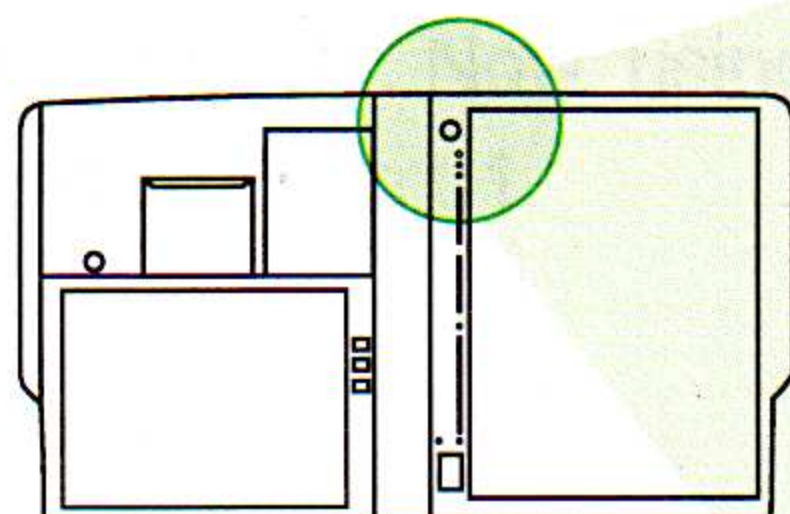
Location of the digital notepad power button and activity indicator light. This light will blink as you write with your digital pen.
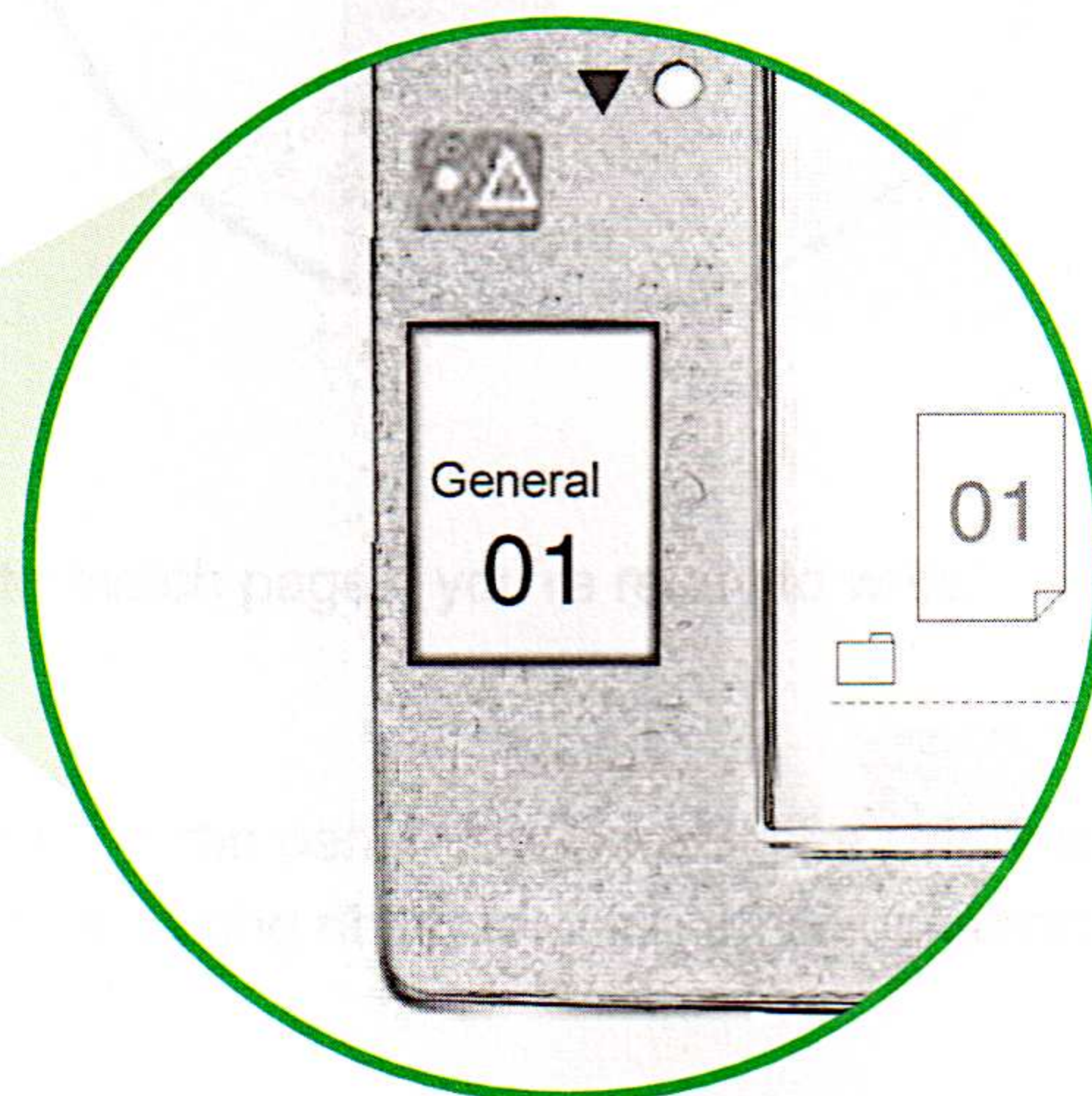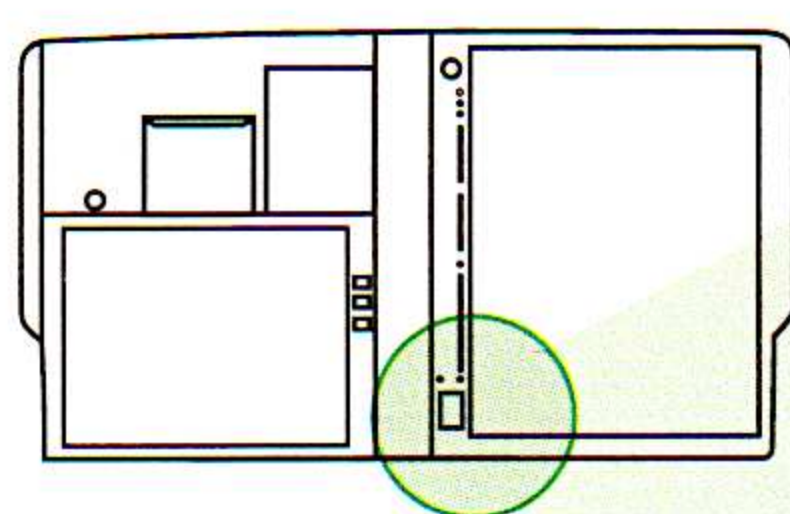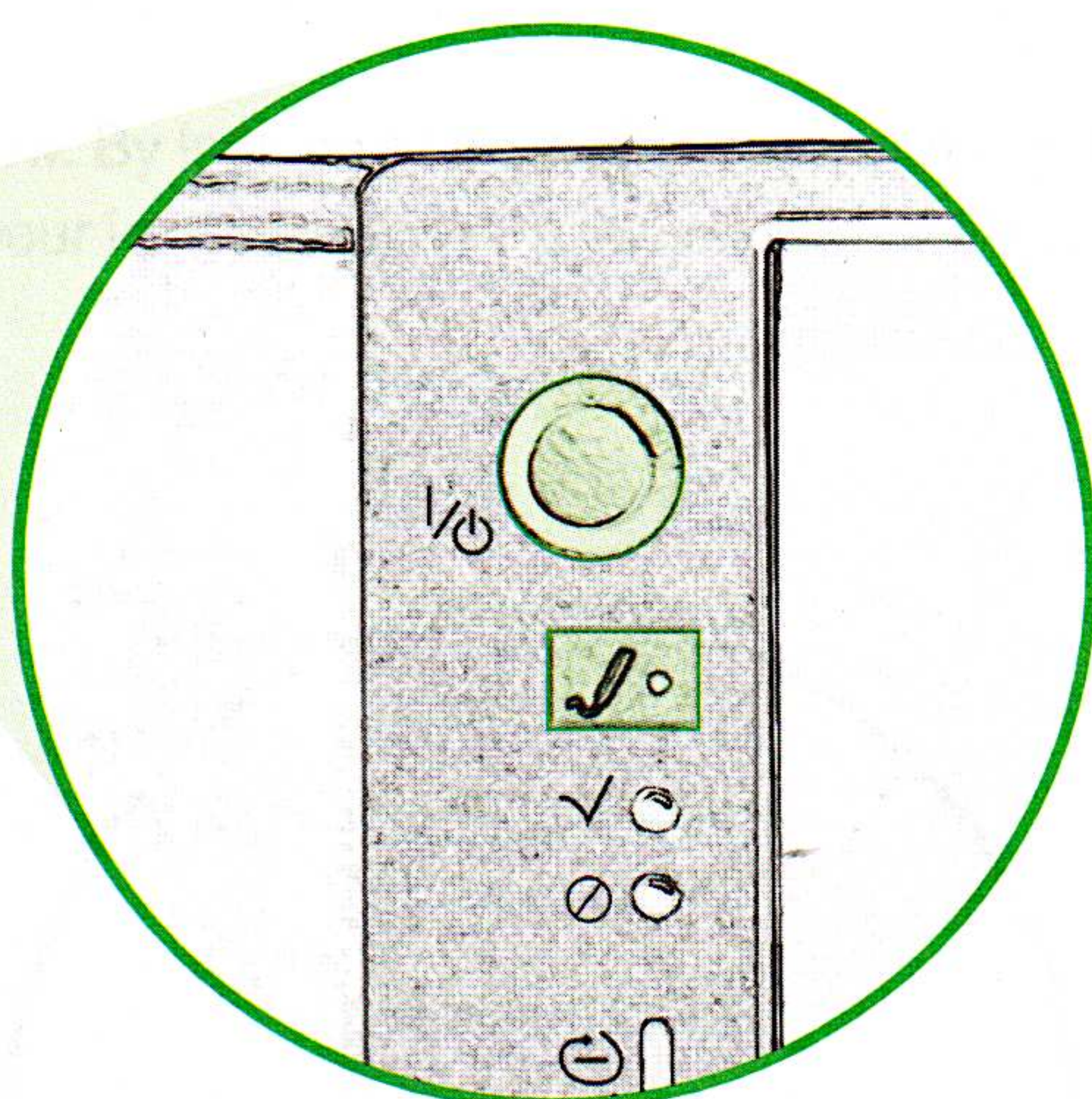
Getting on the same page

You and your digital notepad need to be "on the same page." Being on the same page means matching your paper notepad page with the digital notepad page. The digital notepad comes with its own status display to help you make sure your pages match.

Matching pages is as easy as tapping your pen's ink tip in the Page Forward or Page Backward buttons until the digital and paper page numbers match. Every time you flip your paper page, you'll need to change the digital page shown in the status display.

Let's match up a page now. By looking at the bottom left corner of this paper, you can see that this is Page 01. Now, using your ink tip, tap the Page Forward or Page Backward button until the display reads Page 01.
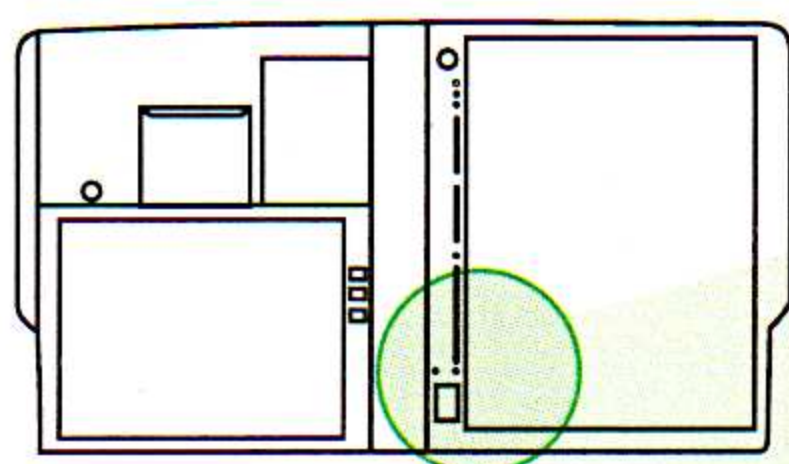
Tap the page forward and backward buttons to select pages one at a time.
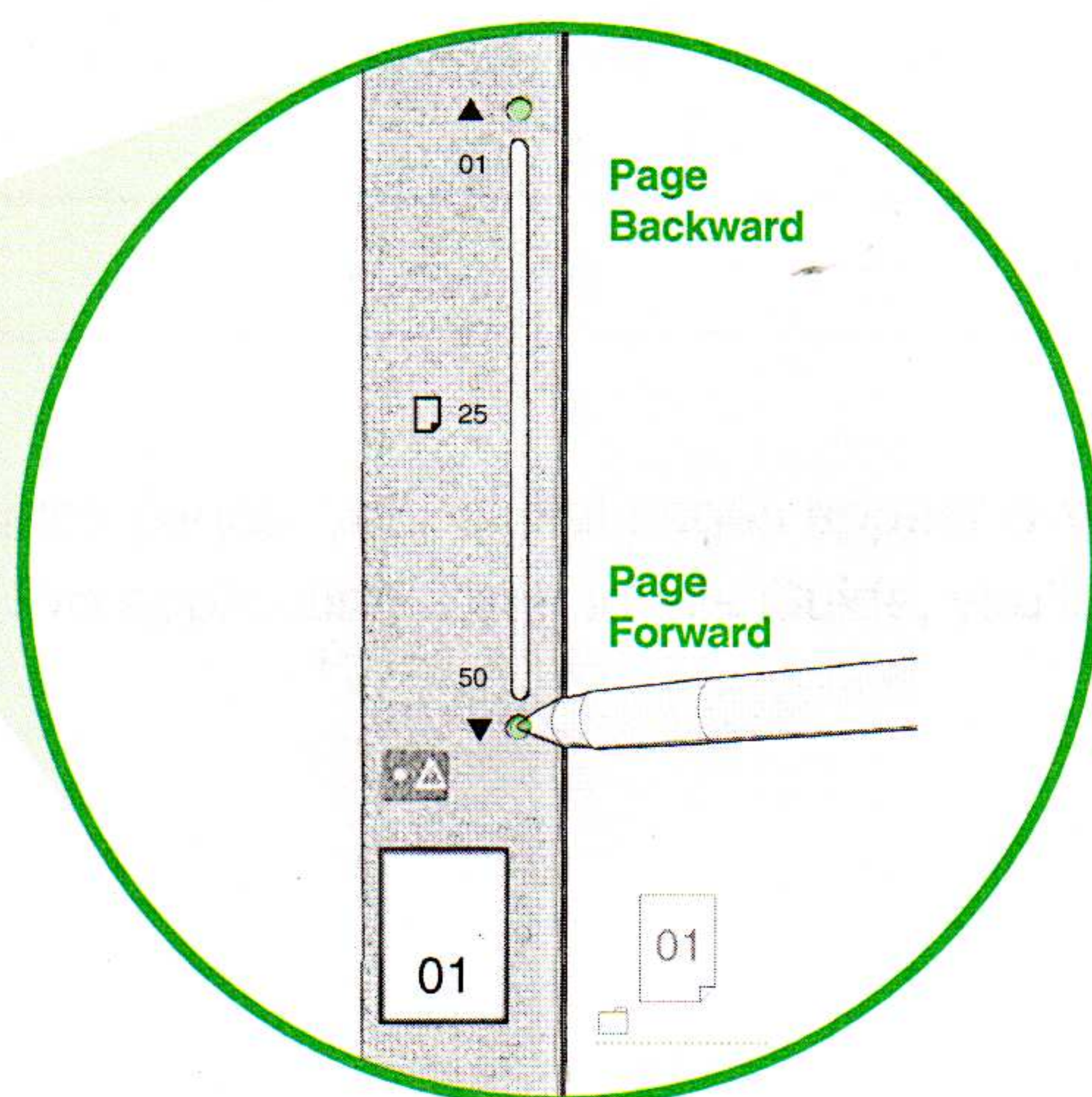
Now that you know how to match pages, you're ready to write!

HINT: Always use the **ink** tip of the pen in the ThinkScribe selector grooves and ThinkScribe buttons so you can easily switch from taking notes to using these selectors.

01

Let's get started!

Before you begin writing, remember to match the page number you are writing on now (Page 2) to the page number in the status display of the digital notepad.

Now, use the digital pen to fill out the following information about yourself on this page:

Name:

Company:

Job title:

Address:

Favorite quote:

* HINT: If you forget to match pages, your digital pages appear overwritten when you look at them using the Ink Manager® Pro application. Later in this Guide, you'll learn how to easily correct overwritten ink.

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In addition to taking notes on the digital notepad, you can also use it to create and save your sketches and illustrations. The following exercise will show you how.

Remember to match your digital page to the page number shown in the bottom-left corner of this page.
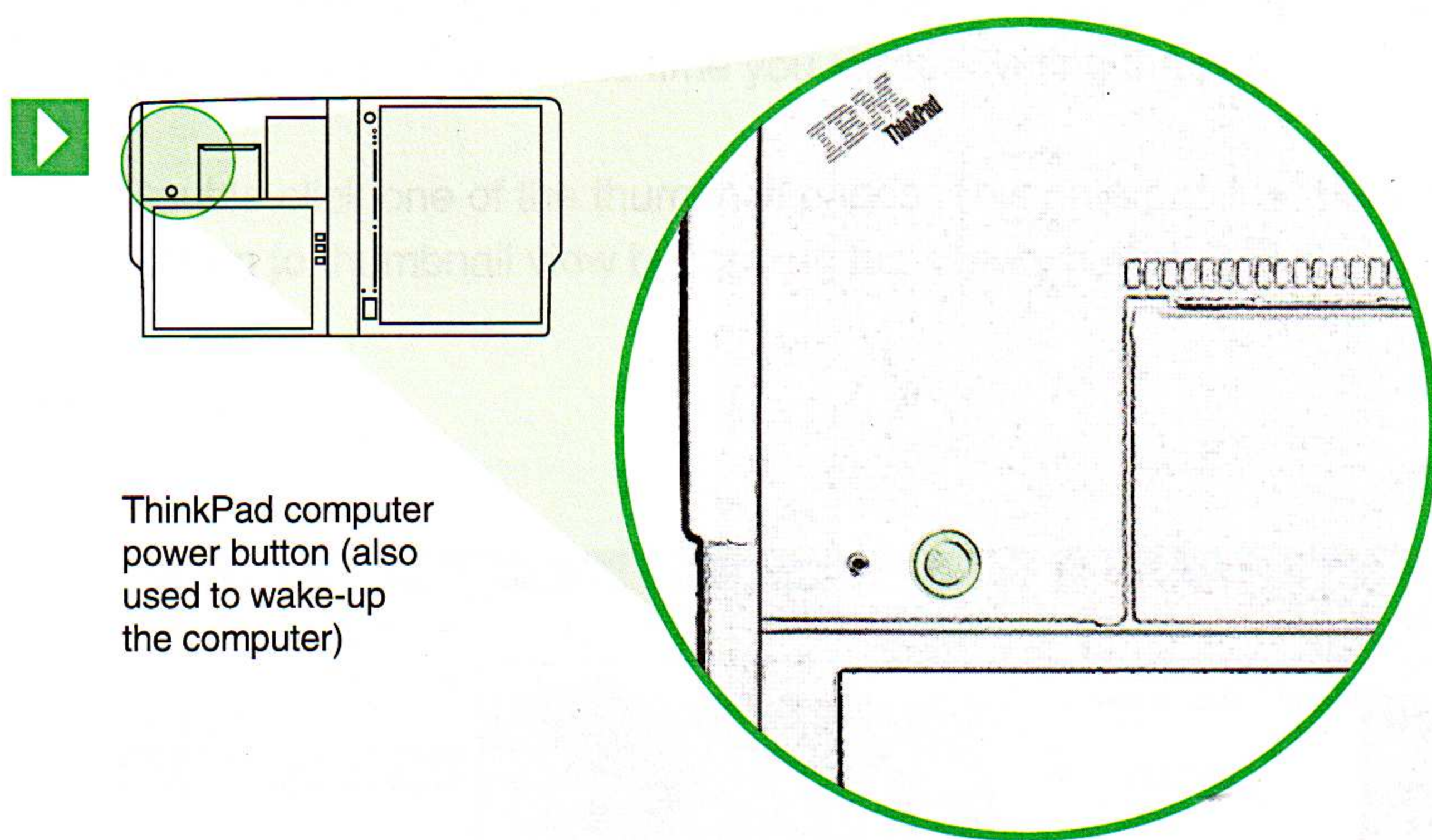
Using the ink tip of your pen, connect the dots below:
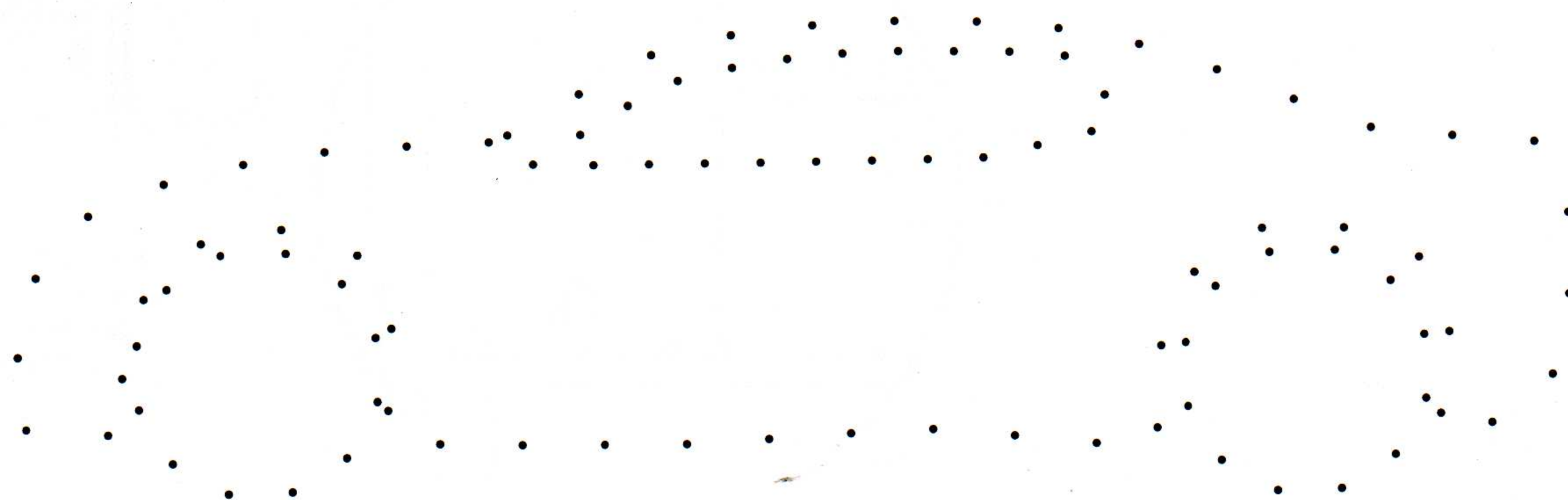
Now, make your own sketch or write more notes in the space below:
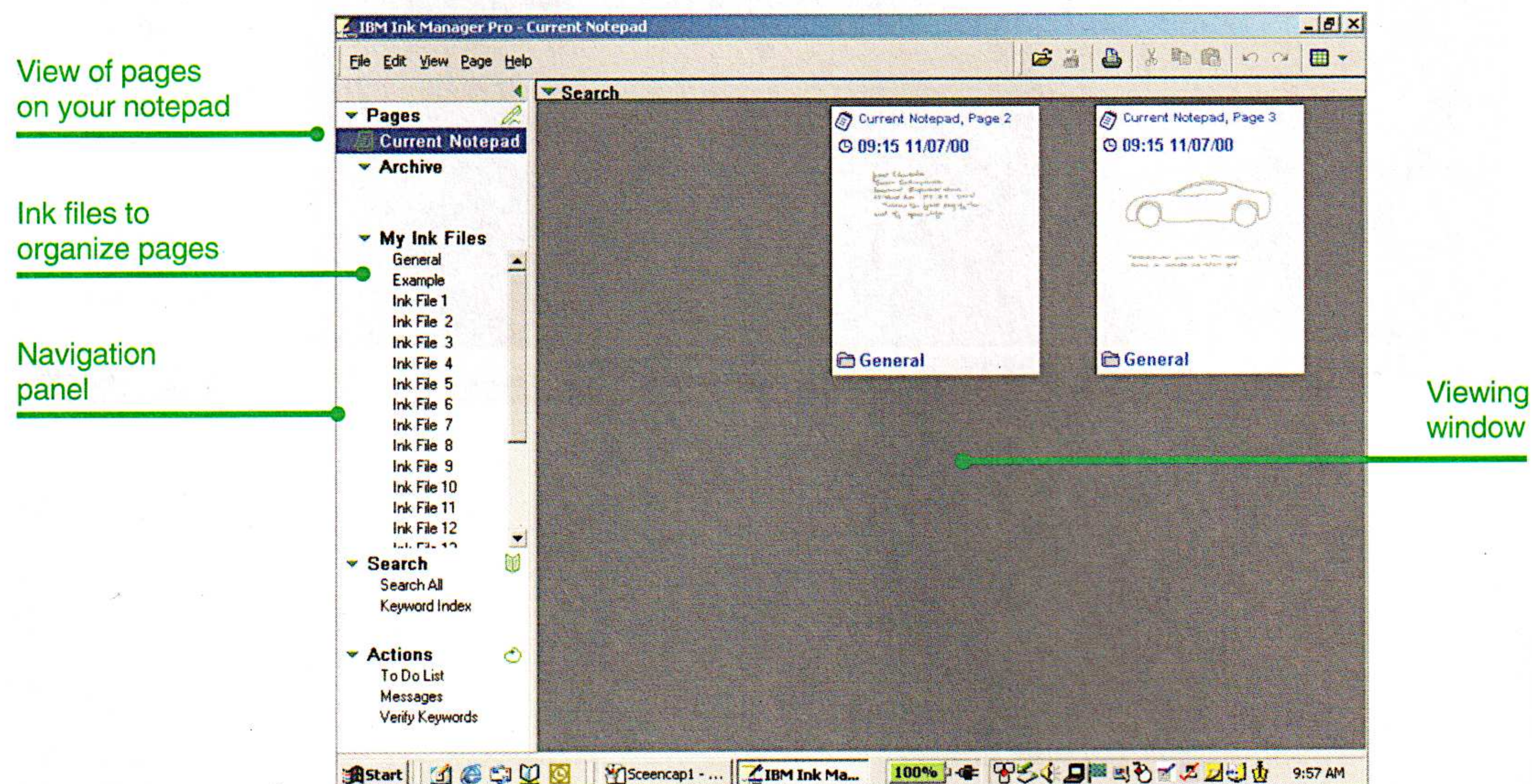
Using Ink Manager Pro

Now that you've written and drawn on your ThinkScribe digital notepad, let's look at your work on your computer screen. If your computer side is not on, turn it on now by pressing the power button as shown:

ThinkPad computer power button (also used to wake-up the computer)

HINT: You might have noticed that there are two power buttons on your system, one for the notepad and one for the computer. These work independently, to help extend battery life.

Ink Manager Pro is the program that manages the notes you take on the digital notepad.
Open Ink Manager Pro now by double-clicking the **IBM Ink Manager Pro** icon on your screen.

View of pages on your notepad

Ink files to organize pages

Navigation panel

Viewing window

You can use the TrackPoint™ or the touch-screen feature to move the cursor on your computer. Simply touch the screen with the pen stylus (red tip) or your finger, like the way you use a mouse.

Viewing your notes

When Ink Manager Pro opens, it automatically displays the pages you have written. When the Current Notepad is selected in the left navigation panel, you see an exact copy of the pages in your current notepad.

These pages appear in a "thumbnail" format. Each thumbnail includes the notepad number, page number, and the date and time you started writing the page.

Double-click one of the thumbnail pages. This enlarges the thumbnail into a full-screen view. Return to thumbnail view by tapping the **Views** button. ▦
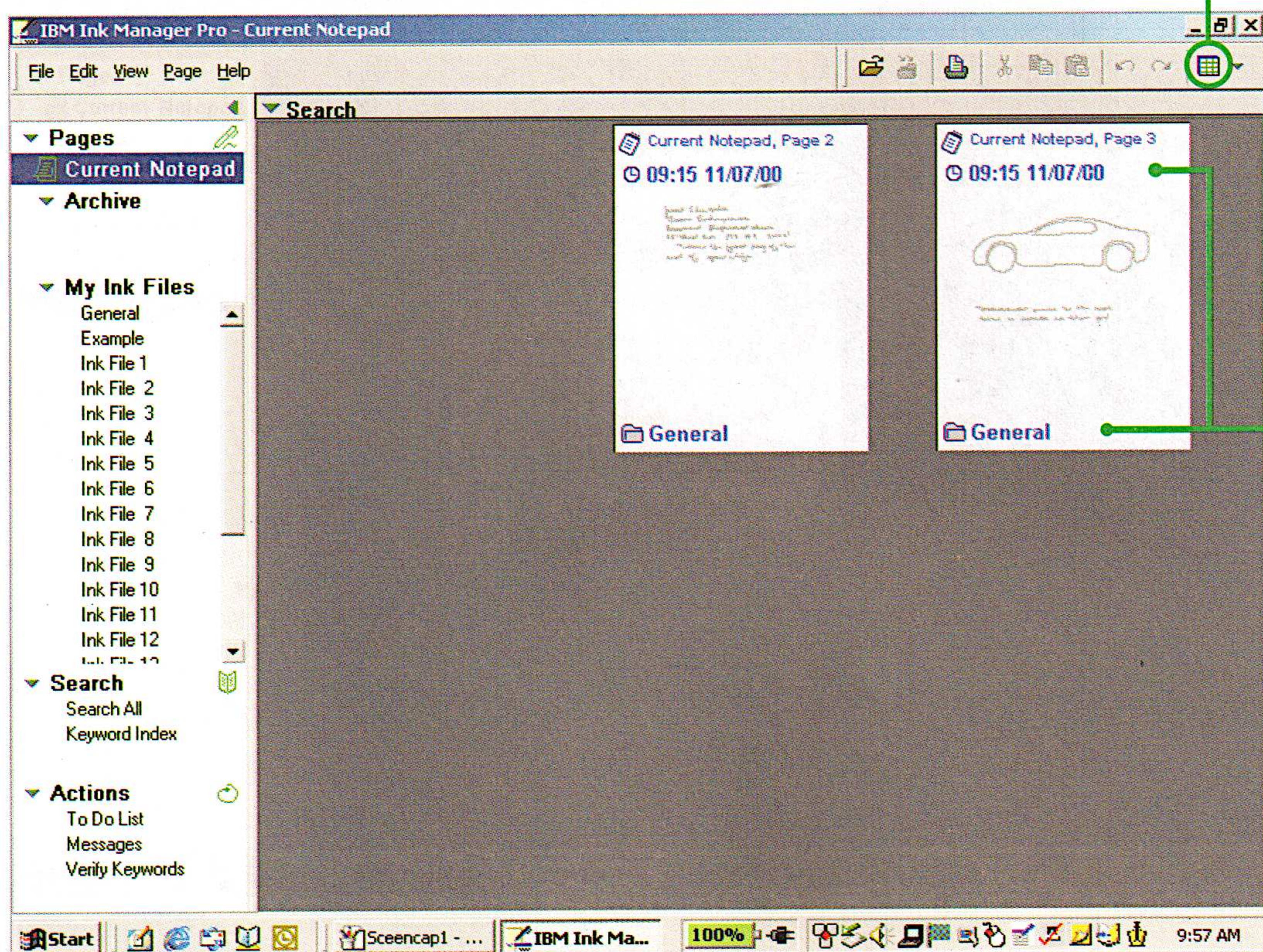
The Views button toggles between full-page and thumbnail views.

Thumbnail information

Renaming your ink files

When you open Ink Manager Pro for the first time, notice that it comes with ink files marked **General**, **Example**, and **Ink file 1** to **Ink file 19.** You can leave the ink files as they are, or you can rename them. Let's practice renaming an ink file now.

For this exercise, you will rename Ink file 1. Select **Ink file 1**, in the left panel, then select **File → Rename Ink File.**

Let's rename this ink file to "About Me." Enter "About Me" in the text box, then select **OK**. Ink file 1 changes to About Me on both your screen and in the notepad status display.
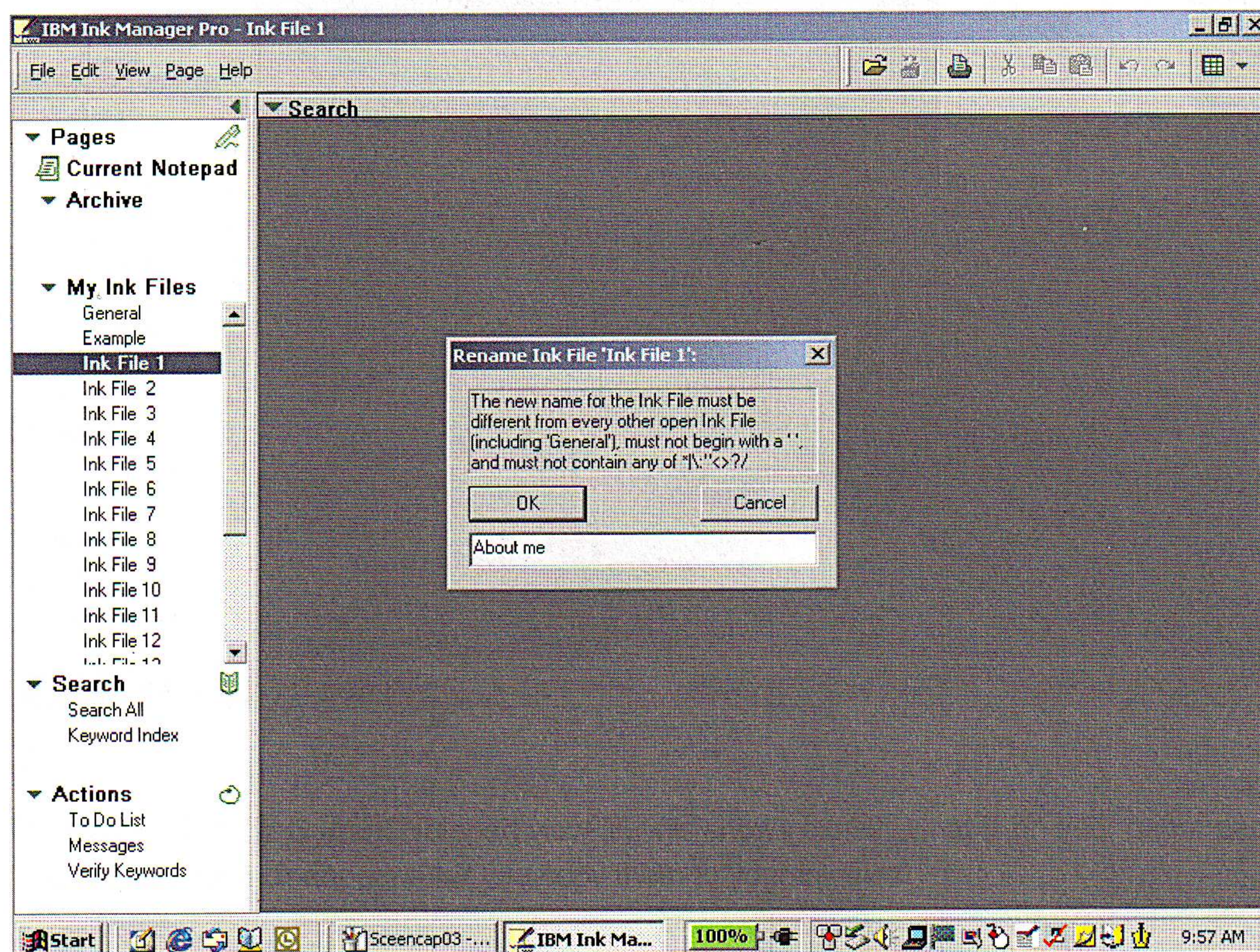
Copying your notes

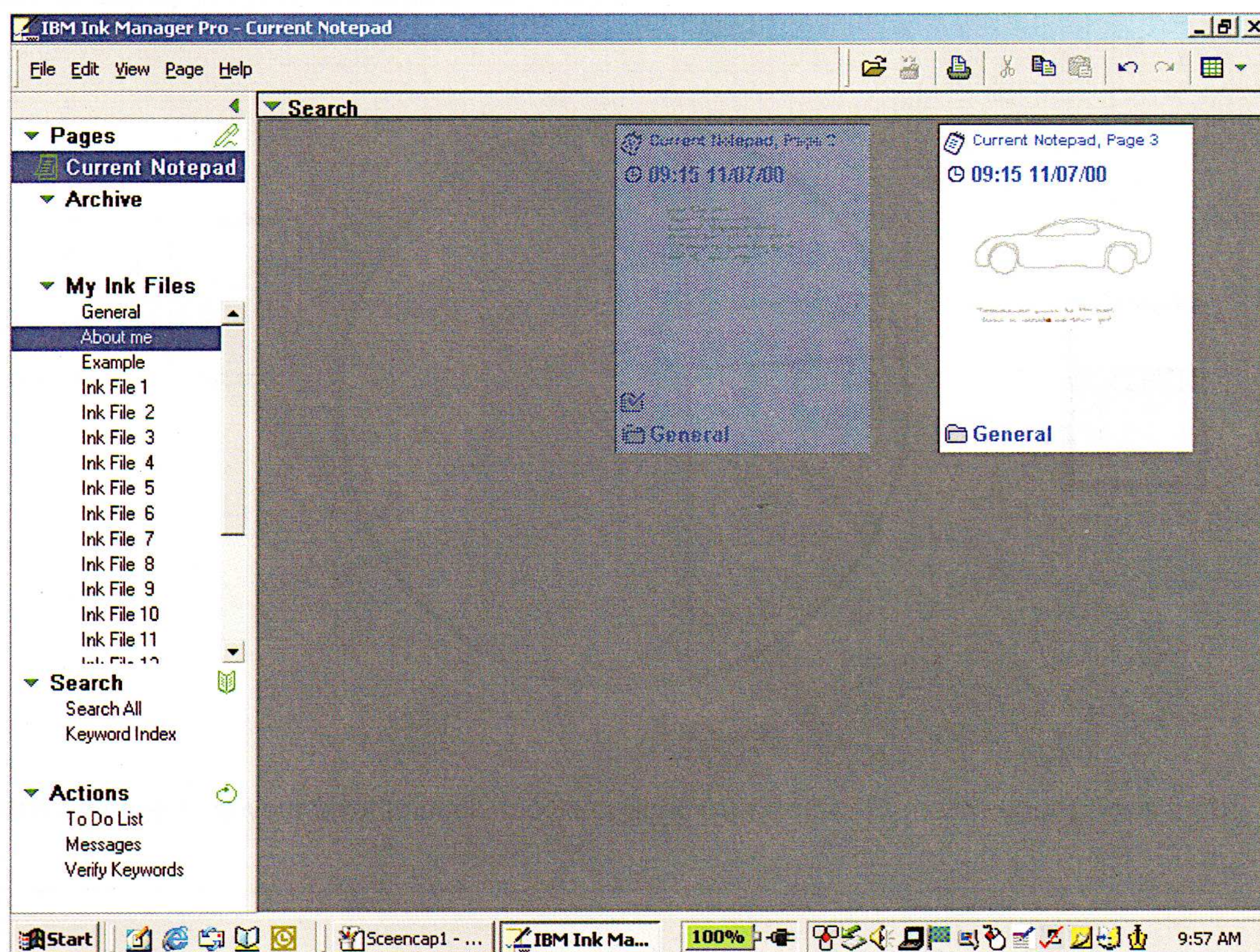Now we're going to copy Page 2 of your notes into the **About Me** ink file. Simply drag and drop Page 2 into the **About Me** ink file. (When you drag with the stylus, make sure you press firmly on the screen.) After you do this, notice that the thumbnail page changes to green, telling you that you've successfully copied this page into an ink file.


Remember that the Current Notepad view always shows exactly what is on your paper pad. The pages do not disappear after you copy them to your ink files.

Double-click the **About Me** ink file to see a copy of your Page 2 notes. Return to the Current Notepad by selecting **Current Notepad** on the left panel.

Pre-assigning your notes

If you take a lot of notes, you can organize them more easily by assigning ink file names to your pages before you write them. This reminds you where you should copy this page of notes later (the notes do not copy automatically).

Slide your ink tip inside the Ink File selector groove until you see **About Me** appear in the notepad status display. Lift your pen to select this ink file.
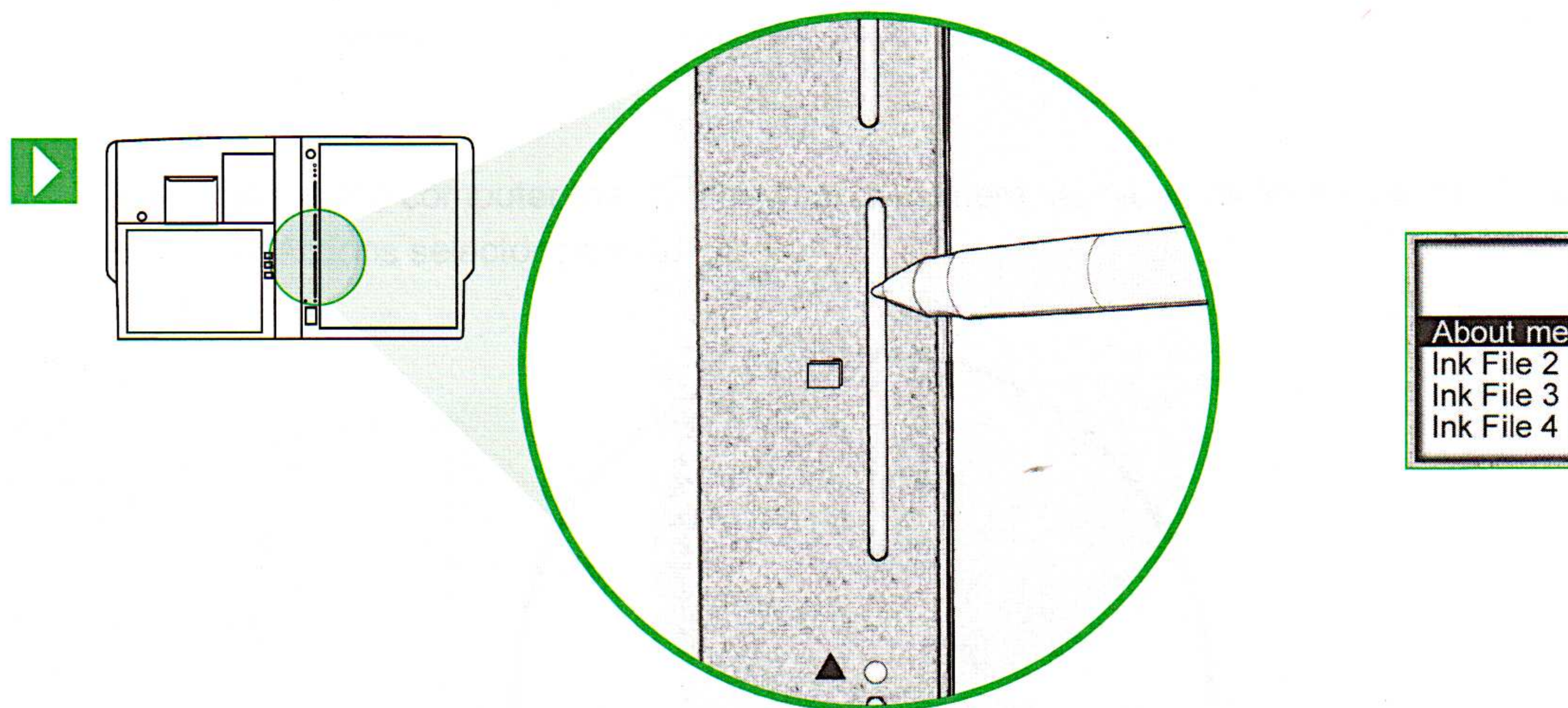
Write the name of your favorite book, movie or song (remember to match your pages first):

Notice that when the thumbnail page appears on the screen, **About Me** is shown at the bottom as the pre-assigned ink file.

Now, copy the page into the pre-assigned ink file by selecting Page 4 and then selecting **Edit →
Copy to Ink Files**. The page changes to green, indicating that you've successfully copied this page into the **About Me** ink file.

Creating a To Do list

Ink Manager Pro allows you to create a To Do list. To practice this technique, write two tasks you need to accomplish today (remember to match your pages first):

- _____

- _____

To indicate to the computer that you have a To Do item, tap your ink tip next to the **To Do** icon ☑ inside the Actions selector groove.

Using the Action selector
to choose **To Do**

Action selector

OK
Cancel
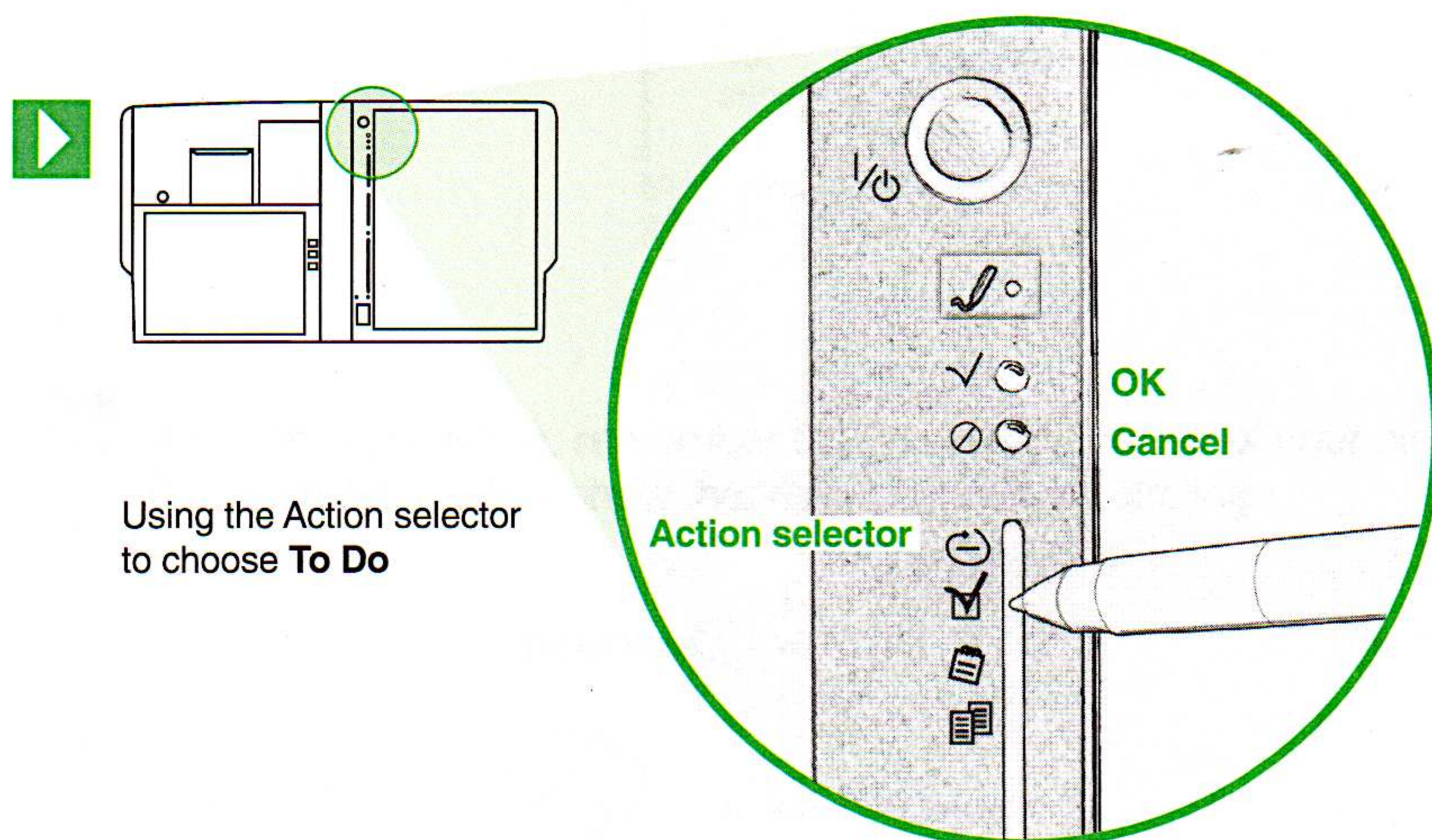
Check to see that **To Do** appears highlighted in the digital notepad status display and lift your pen.

Keyword
To Do
Message
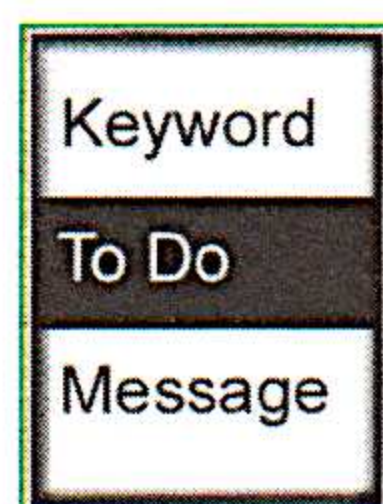
Now, circle one To Do item from your list above. Tap your ink tip next to the icon again, and circle the other To Do item.

✳ HINT: If you accidentally tap next to the wrong icon, tap the Cancel button with your ink tip to start over.

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Now, go back to Ink Manager Pro on the computer screen and look at the left navigation panel. Select **To Do** from the Actions menu in this panel and you should see the items you circled on your To Do list. You can sort the list by date or priority level.
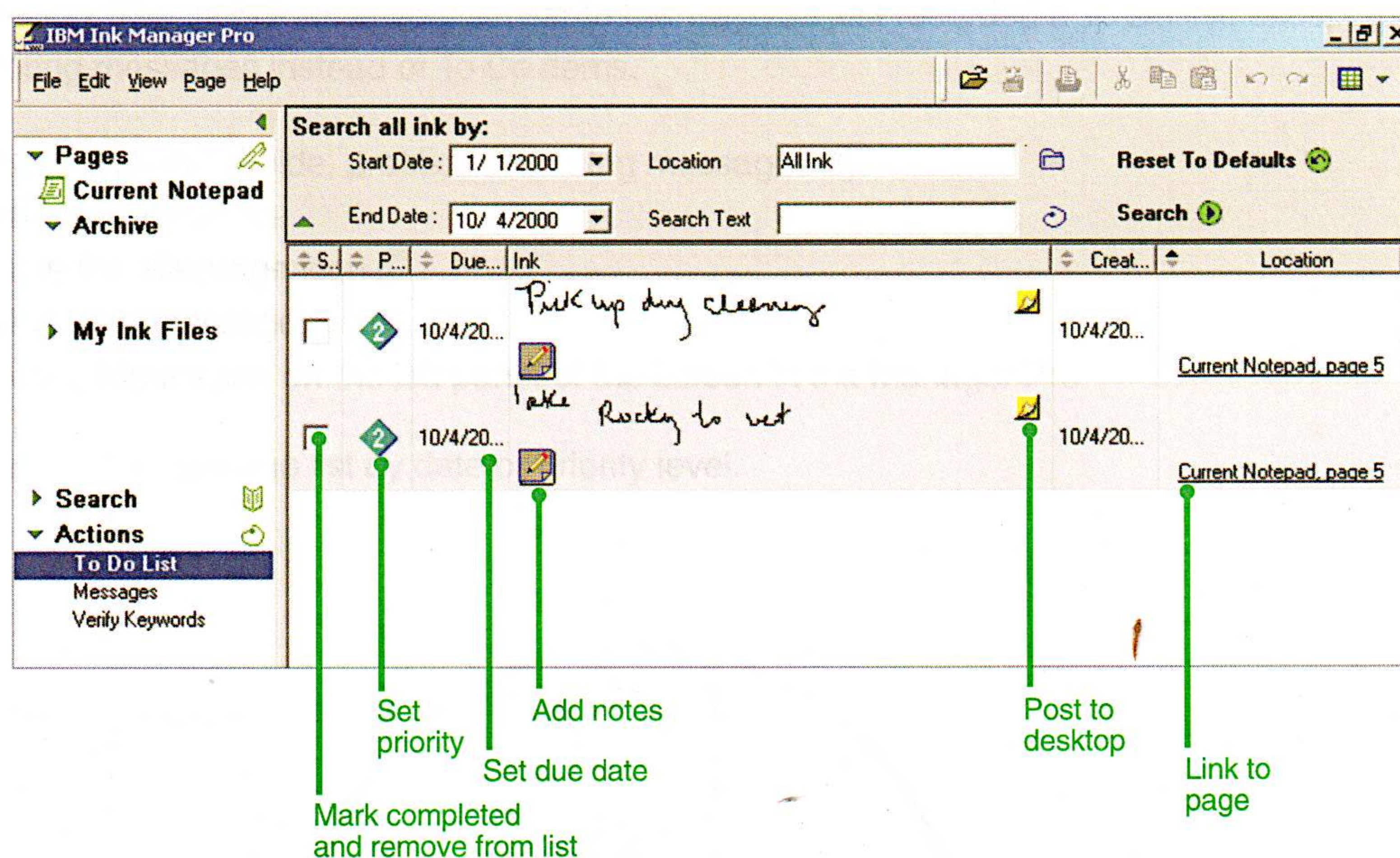

Set priority

Add notes

Set due date

Mark completed and remove from list

Post to desktop

Link to page

✱ HINT: When circling, remember that anything outside of your circle will not transfer to the screen. The examples below show incorrect and correct circling.

Incorrect

What happens?

P/u (dry) cleaning
• The word "dry" does not transfer

P/u (dry) cleaning
• The "y" in "dry" does not transfer

Mail (receipt)
• The "m" does not transfer

Correct

P/u (dry) cleaning

P/u (dry) cleaning

(Mail receipt)

05

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Recording your messages

Ink Manager Pro provides you with a place to record your messages and any other important information. The technique is very similar to the way you just recorded a To Do list, except that you are storing messages instead of To Do items.

After you finish this Guide, practice recording messages by:
- Writing your message
- Tapping the **Message** icon
- Circling your message
- Selecting **Messages** on the left panel of the screen in Ink Manager Pro

You can sort a message list by date or priority level.

Using the Action selector to choose **Message**

Action selector

OK
Cancel

| To Do |
| Message |
| Copy |
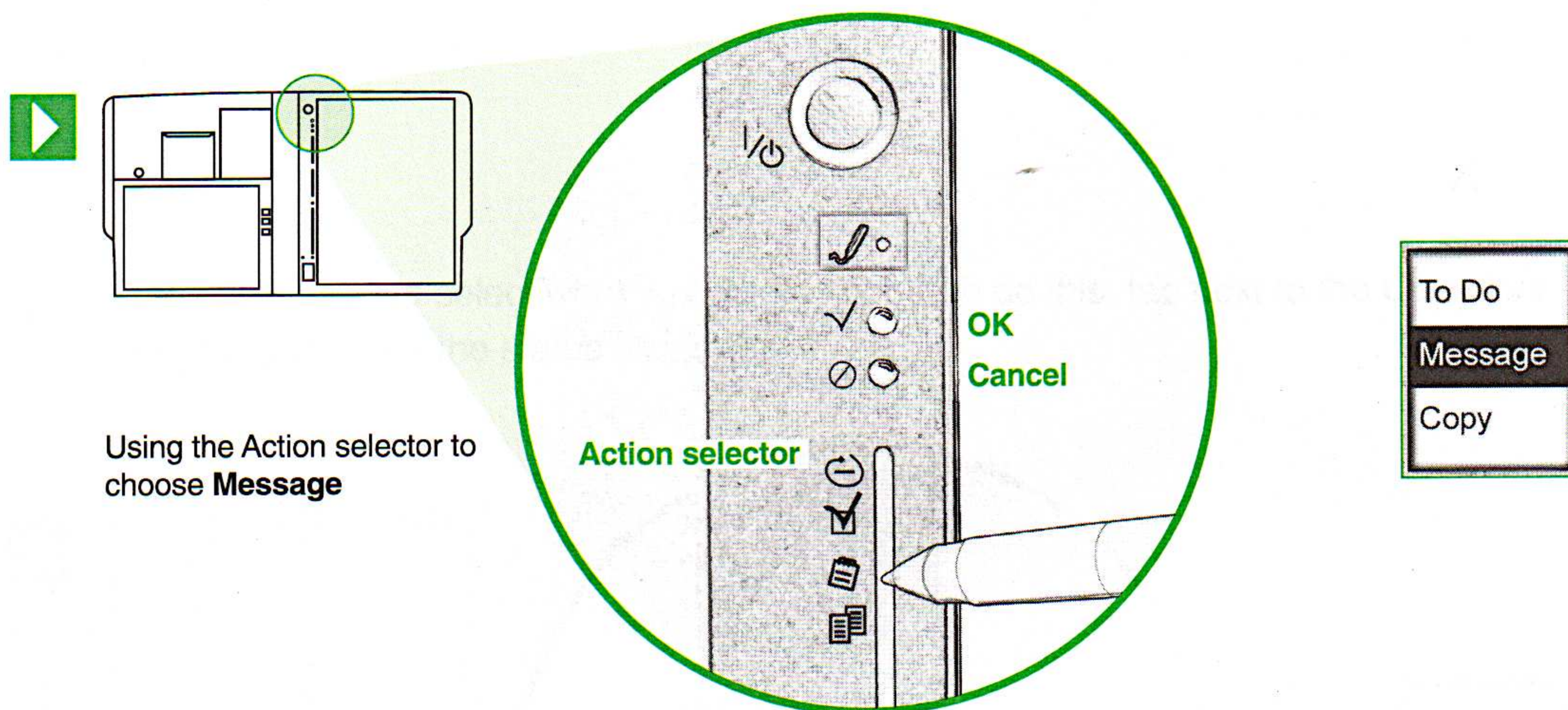
Copying and pasting with Ink Clipboard Viewer

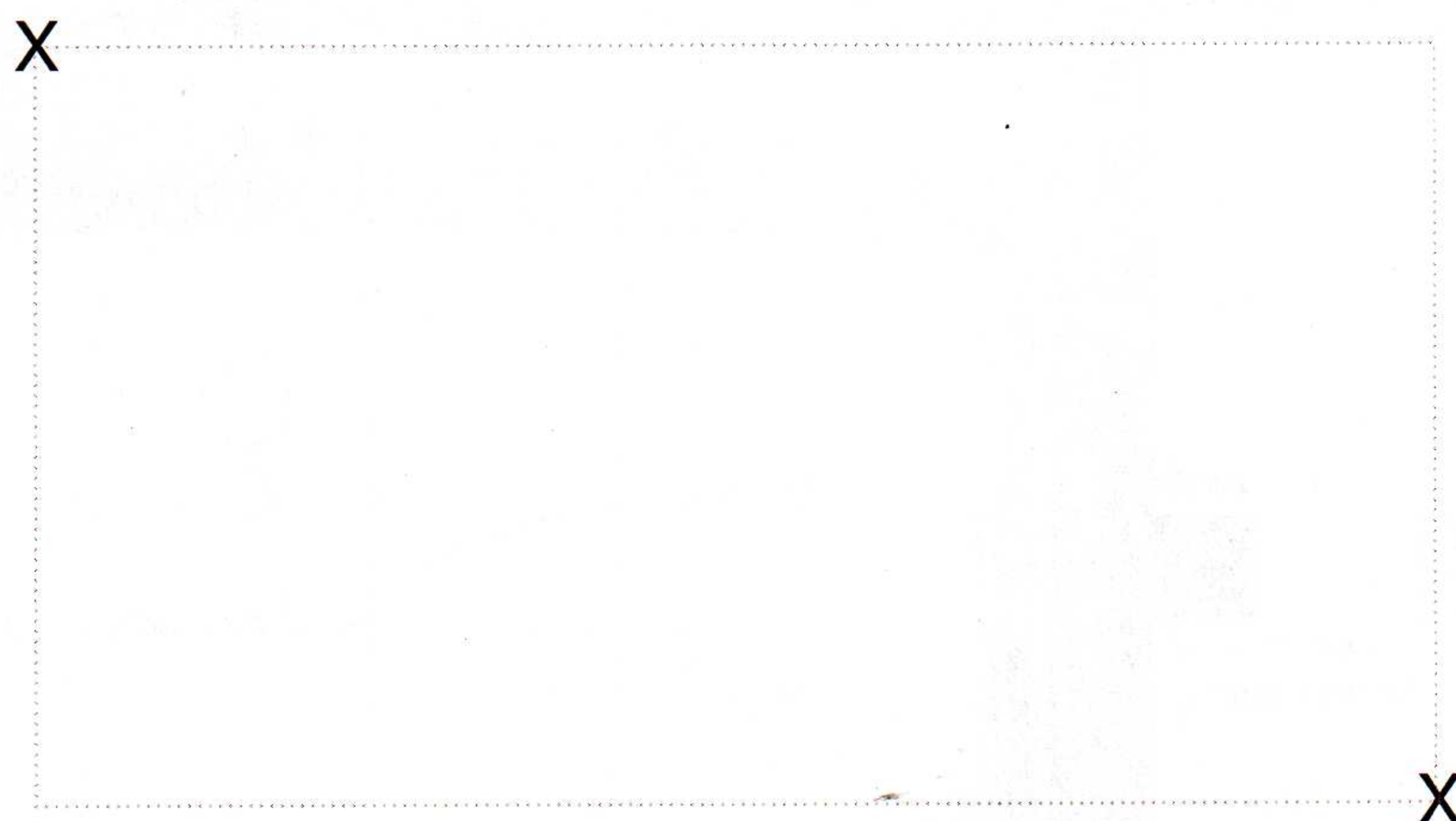Ink Manager Pro allows you to copy and paste your handwritten notes and sketches from your digital notepad into another type of software like an e-mail or word processing program. To practice this technique, draw a map from your house to your office in the box below (remember to match your pages first):

X

X

First, you'll need to select what you want to copy. To do this, tap next to the **Copy** icon on the notepad and check the status display.

Using the Action selector to choose **Copy**

Action selector

OK
Cancel

Message
Copy
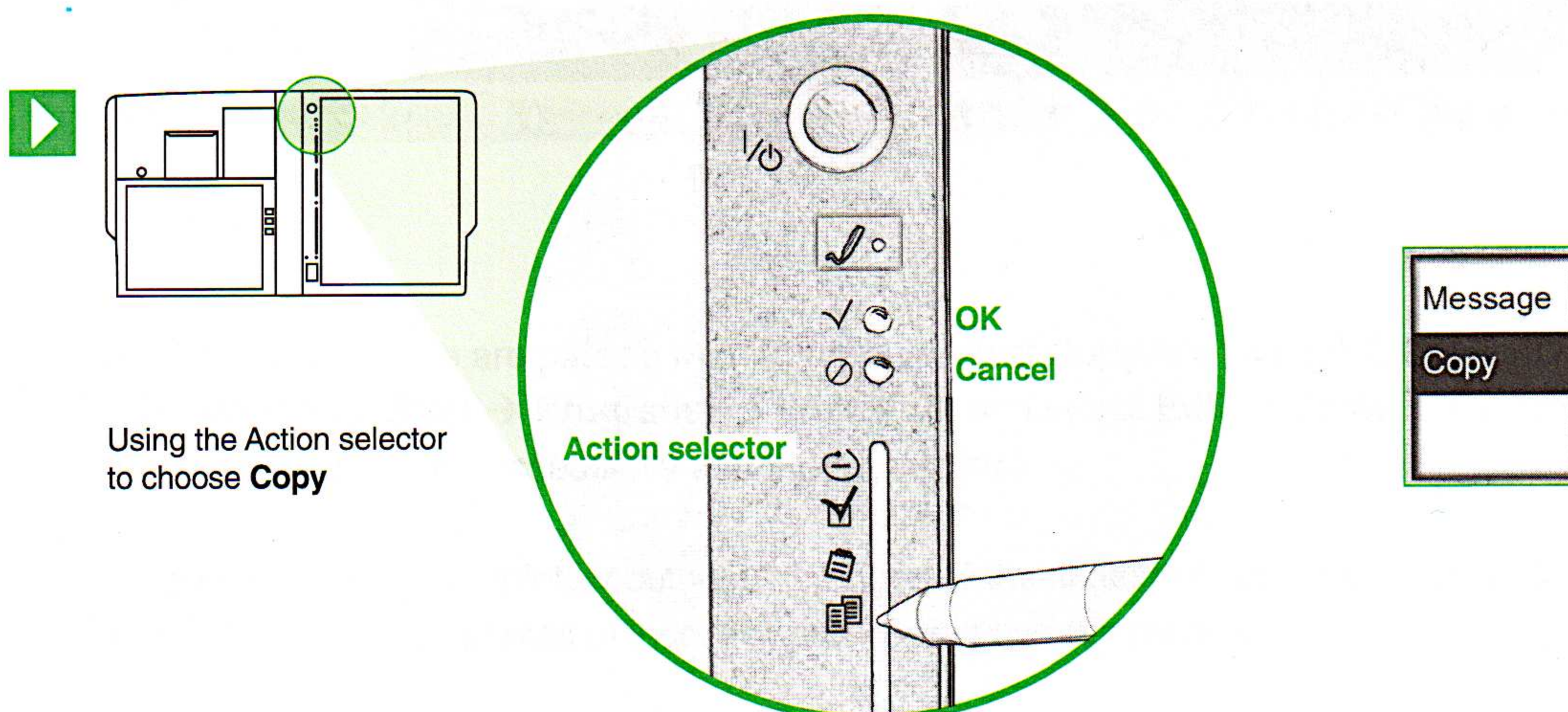
In previous exercises, you learned how to select an item by circling, now we're going to select by using the two-tap method.

Tap your pen ink tip on the top-left X above, then pick it up and tap on the bottom-right X. When you tap these two corners, Ink Clipboard Viewer opens on the screen and your map appears.

Ink Clipboard Viewer is the program that allows you to copy and paste your notes or drawings into another program. When your image appears in Ink Clipboard Viewer, you need to select it by dragging a box around the entire image. Select your map now.
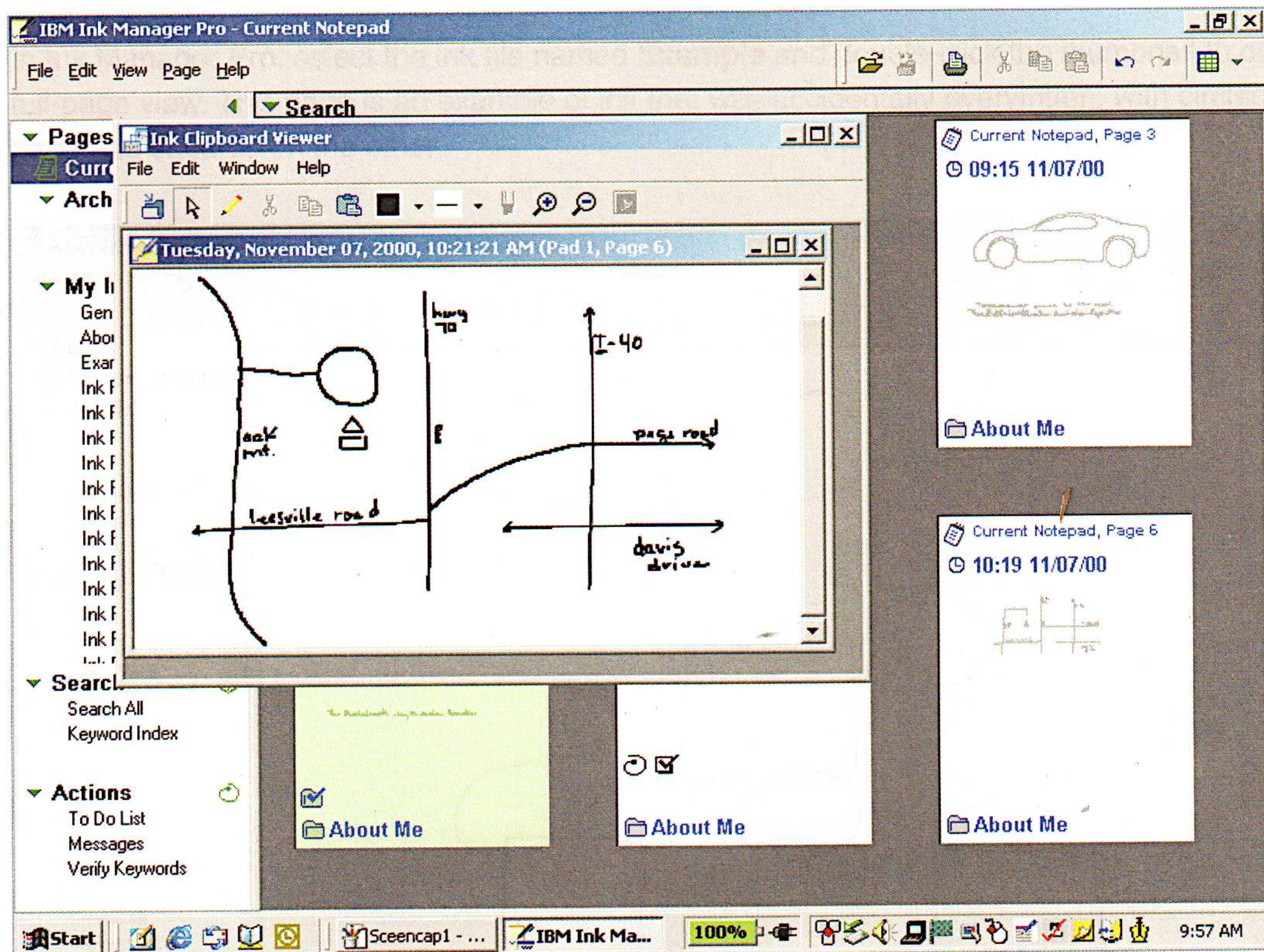
For this example, we are pasting into WordPad. Select **Copy** from the Ink Clipboard Viewer menu, then open WordPad (**Start → Programs → WordPad**) and select **Edit → Paste**. If your map displays in WordPad, you have successfully completed this task.

Be sure to two-tap completely outside the edges of the sketch or notes you want to copy. The following are examples of incorrect and correct two-tap methods.

Incorrect

Correct

Fixing Overwritten Ink: Circles and Squares

Throughout this Guide, you've been reminded to match your paper and digital pages. Now, you'll learn what to do if you forget to match pages and your ink is overwritten.

In Ink Manager Pro, select the ink file named **Example** and double-click the thumbnail to open in full-page view. This page is an example of ink that was accidentally overwritten, with circles on one page and squares on the other.
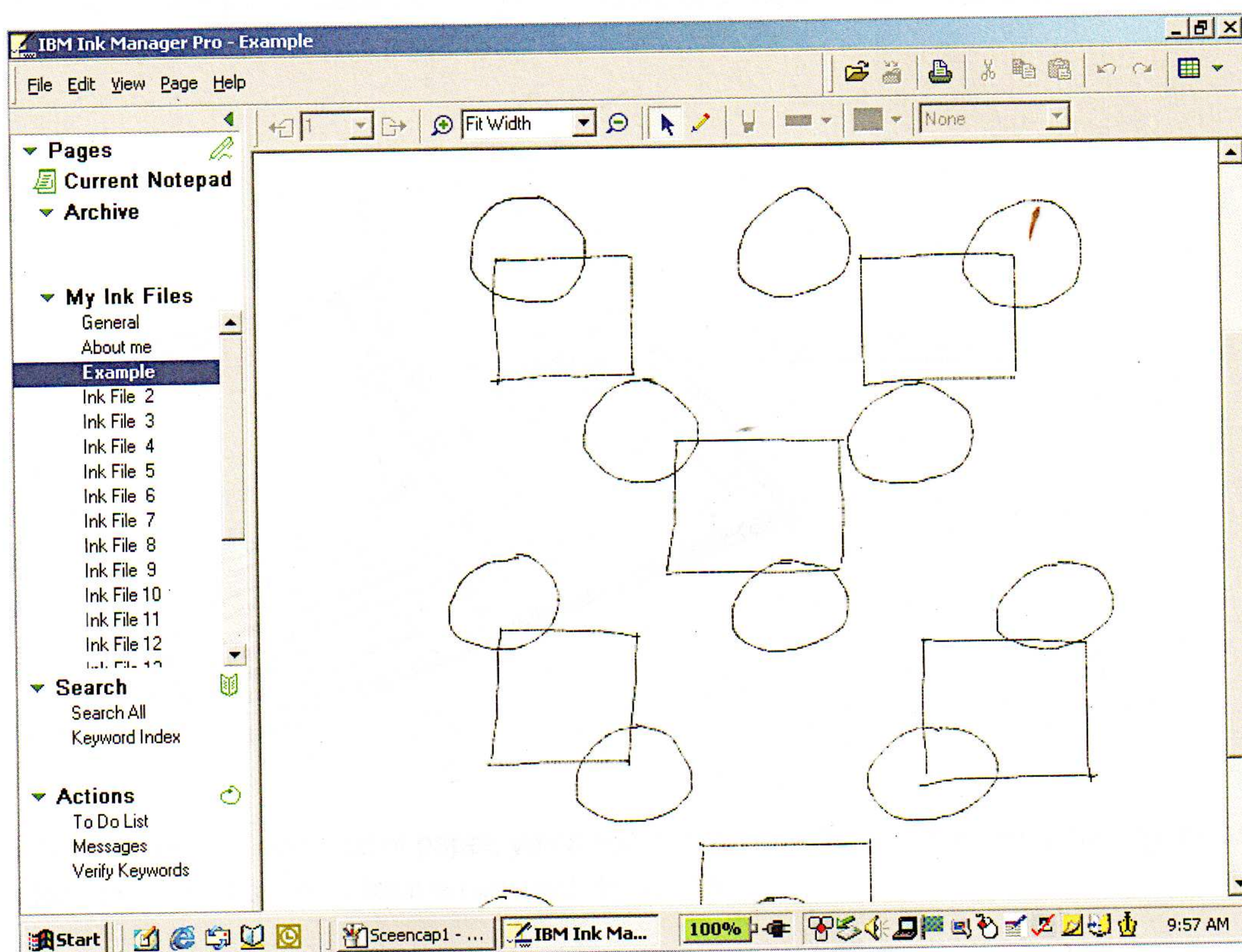
Select **Edit → Fix Overwritten Ink** (if you see that **Fix Overwritten Ink** cannot be selected, select **Edit → Original Page** first). Ink Manager Pro then estimates how to separate the ink and displays it on two pages. Use the slider bar near the top of the screen to make adjustments, moving the ink between pages until it looks exactly as you want it.
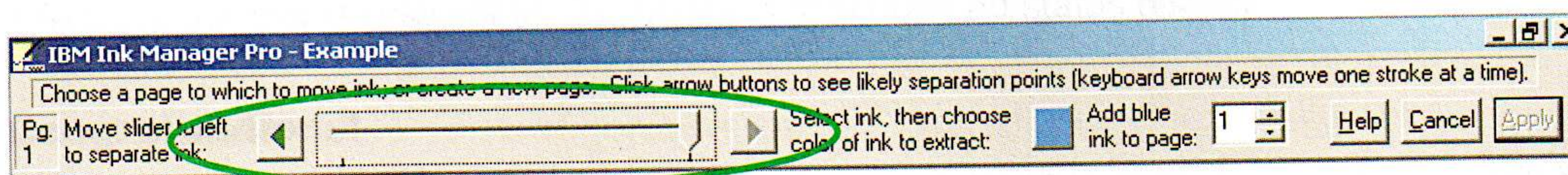
Return to the thumbnail view and you should see one page with circles and the other with squares.

If your circles and squares are separated, you have successfully completed your mission. You would follow the same process to separate overwritten notes or drawings on one of your pages.

For more information about fixing overwritten ink, please see your User's Guide, or Ink Manager Pro help.

Changing to a new pad of paper

There is one more task to complete in this *Getting Started Guide* before you are ready to begin using your new computer: Setting up a new pad of paper.

Your TransNote computer comes with pre-numbered pads of paper. To begin using your machine, you need to remove this Guide and replace it with a pre-numbered pad.

To insert a new pad of paper, slide the cardboard backing into the notepad slot. Push the backing all the way forward so it fits properly.

FlipTouch control button
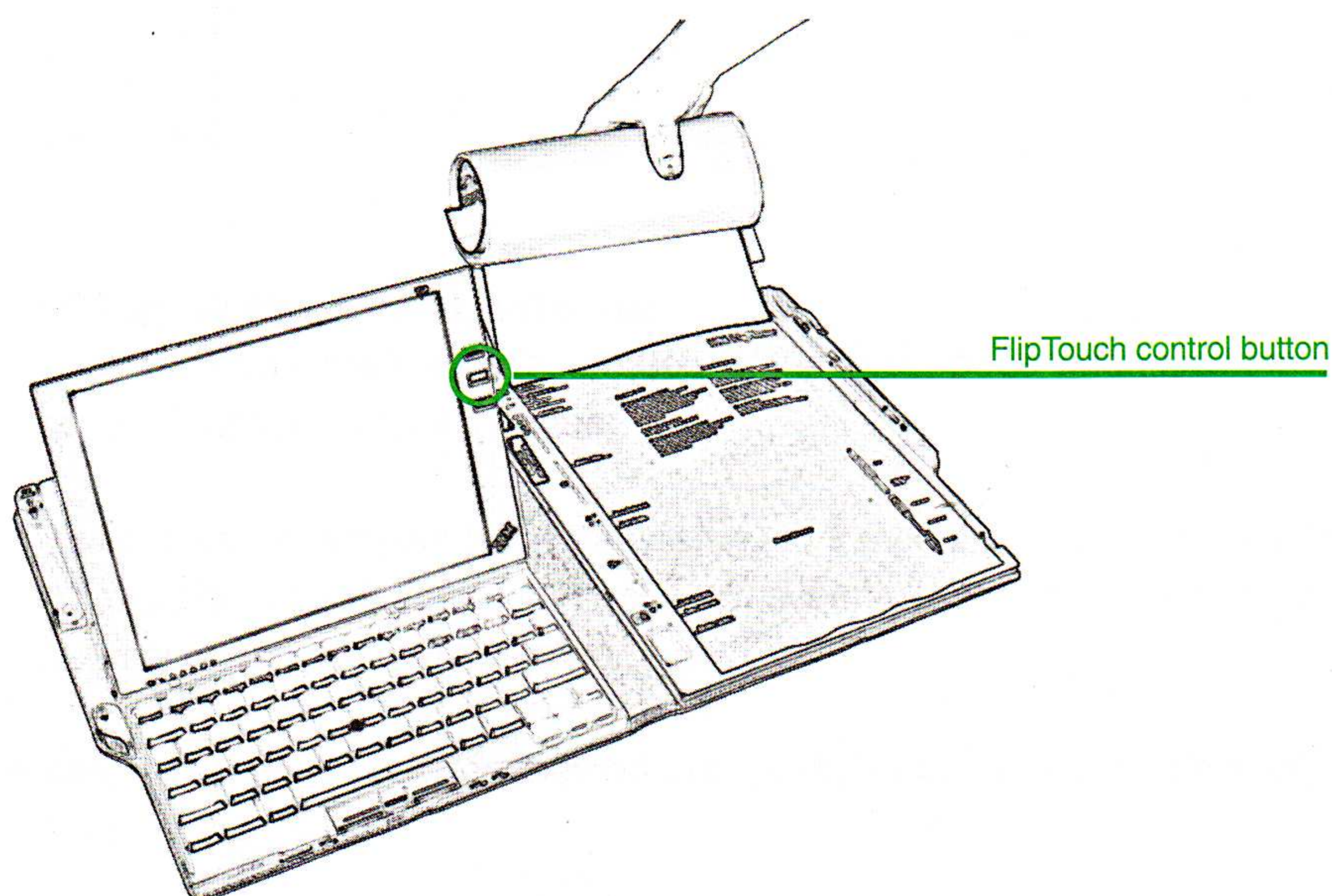
After you insert a new pad of paper, you need to reset the ThinkScribe status display so it will start counting at page 01 for the new pad. To do this,

- Press the FlipTouch™ control button, the middle button on the right side of the computer display.
- Select the **Changing Pads** icon from the menu to open the **ThinkScribe Notepad properties** window.
- Inside the Inking tab, select the changing pads button.
- You are reminded that you cannot undo this action. Select **OK**.

The page number is now set to "01" on the digital notepad status display.

Congratulations!

With your new notepad inserted and set up, you are now ready to work on your own. You've learned about some of the basic features that your TransNote computer has to offer, but there's much more it can do for you. Read on to find some useful hints and tips, and information about advanced features.

Enjoy your new TransNote computer!

Hints and Tips

Using the digital pen

- To save power, your pen goes to sleep after five minutes of inactivity. Wake it up by tapping it on the paper.

- When you first touch the paper with your digital pen, you can look at the notepad status display to verify that your ink is recording.

```
  .-.  ./
 General
   01
```
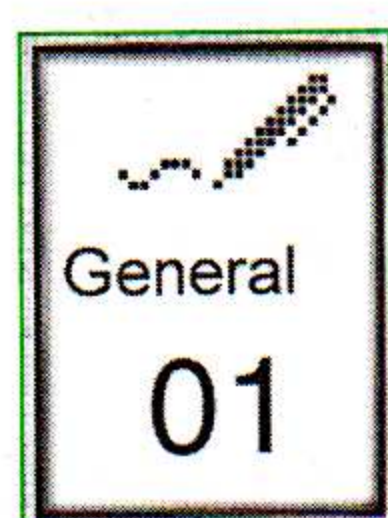
Writing on the digital notepad

- Make sure you stay inside the borders of the paper page when drawing or writing on the digital notepad, so all your ink transfers.

- You can verify that your ink is transferring to the computer by looking at the notepad status display after you lift your pen. Wait a few seconds and you'll see an hourglass symbol appear, indicating your ink is transferring.

- When you use the two-tap method to copy digital ink, you can select any two diagonal corners in any order.

Changing the paper notepad

- You can use any standard pad of paper with your TransNote computer. Remember to number the pages when you insert a new pad so that you can easily match your paper pages with your digital notepad status display.

Extending battery life

- Even though both the computer side and notepad side of your system use the same main battery, there are two power buttons. This feature lets you turn off your computer when you're not using it, to save power, and continue taking notes for several hours.

Right-clicking on the touch-screen

- To right-click on the screen with your stylus, you enable the icon you need by doing the following:
  1. Select the **ThinkPad Configuration** icon, located at the bottom-right corner of your screen.
  2. Select **Device Configuration** → **FlipTouch Display**
  3. In the **General** tab, select **Icon in system tray**

  Once you see the **Event Selector** icon in the bottom-right corner of your screen, tap it with your stylus. Your next tap will be a right-click action. Each time you want to right-click again, just tap the icon first.

Copying and pasting ink

- When you copy ink, the Ink Clipboard Viewer application opens. Here, you can use the toolbar buttons to change the color or width of your ink before you paste it into another application. You can also save the image in a different format (.BMP or .JPG) using Ink Clipboard Viewer.

Working with Ink Manager Pro

- You learned how to pre-assign ink files to your digital pages in this Guide. You can use this feature to select multiple pages to copy into ink files. For example, you can pre-assign your notes to an ink file at the beginning of a meeting, take ten pages of notes, then copy all your notes at once into that ink file later. To do this, simply select all the pages in Ink Manager Pro, and then select **Edit → Copy All To Ink Files.**
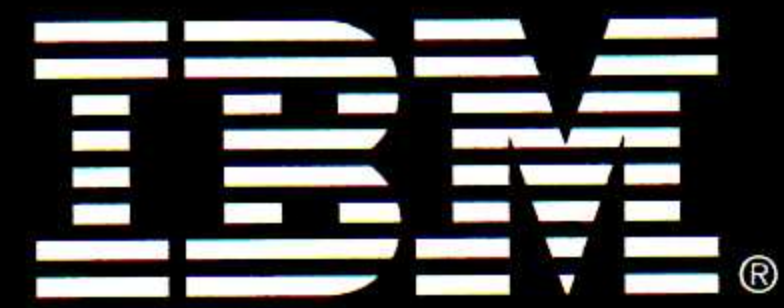
Linking to your electronic calendar

- If you use an electronic calendar, Ink Manager Pro can keep track of which days you use the digital notepad and can add links to your calendar. This means that you can take notes during a meeting, then go back and select the link shown in your calendar program to see those notes. Ink Manager Pro links to three calendar programs: Lotus Notes calendar, Lotus Organizer, and Microsoft Outlook.

- To enable the calendar feature, open Ink Manager Pro and select the **Calendar support** icon in the bottom-right of your screen. Complete the information inside the screens that appear. For more information about enabling the calendar feature and electronic calendar versions supported, select the Help button or press F1 to open the Ink Manager help system.

Learning more about Ink Manager Pro

See your *User's Guide* to learn how to:

- Mark words as Keywords so you can search your notes using the Keyword Index.
  See Chapter 1: Digital Notepad and Pen Features.

- Use Ink Manager Pro preferences to change how ink appears on your screen, the order of ink file names, and ink transfer speed. See Chapter 2: Ink Manager Pro Setup.

- Use the Ink Manager Pro window, including the views, toolbar buttons, and menus.
  See Chapter 3: Overview of the Ink Manager Pro window.

- Fix overwritten pages and erase unneeded ink before you file pages into My Ink Files.
  See Chapter 4: Current Notepad Pages.

- Create, remove and print ink files shown in the navigation panel.
  See Chapter 5: Managing Ink Files.

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